



## DEPARTMENT OF HUMAN SERVICES

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### DHS POLICY MEMORANDUM

**TO:** Community Support Providers - Directors  
Division of Rehabilitation Services (DRS)  
Division of Developmental Disabilities (DDD)  
Division of Service to the Blind and Visually Impaired (SBVI)

**FROM:** Dan Lusk, Director, DDD *DJL*  
Gaye Mattke, Director, SBVI *GM*  
Eric Weiss, Director, DRS *EW*

**RE:** Employment Services Joint Funding Sources

**DATE:** September 11, 2013

This memorandum replaces the memorandum dated December 16, 2010 which addressed joint funding of services between the Divisions of Rehabilitation Services (DRS), Service to the Blind and Visually Impaired (SBVI) and Developmental Disabilities (DDD). Throughout the years, these divisions within the Department of Human Services have modified and updated their programs and services to meet the changing needs of individuals with intellectual and developmental disabilities. This memorandum addresses how employment services are coordinated and funded between the Community Support Providers (CSPs), DRS, SBVI and the DDD.

### DDD FUNDED SERVICES

The DDD utilizes two funding streams to purchase supported employment services from Community Support Providers (CSPs) which include:

1. 1915(c) Home Community Based Services (HCBS) waivers which allow for the provision of long term care services in home and community based settings under the Medicaid program. DDD operates two HCBS waiver programs: CHOICES and Family Support 360. These programs are funded with federal and state general funds through the Federal Medical Assistance Percentage (FMAP) in accordance with DDD's waivers approved by the Centers for Medicare and Medicaid Services (CMS). Each waiver designates supported employment as a waiver service.
2. Community Training Services (CTS) is a program funded by state general funds. This program has limited funding but can offer more flexibility with service requirements. CTS can fund supported employment through the expanded follow-along service.
3. Private ICF/IID services for children through the age of 21.

## **DRS AND SBVI FUNDED SERVICES**

Individuals seeking integrated employment should apply for Vocational Rehabilitation (VR) services at a local DRS/SBVI office. Eligibility determinations will be done within 60 days unless the individual grants an extension. The VR Counselor will work with the CSP and other agencies to obtain disability, vocational and medical records needed to determine eligibility and determine the need and scope of DRS. Each eligible client (and their guardian when appropriate) will develop an Individualized Plan for Employment (IPE) that outlines the responsibilities of the client, DRS/SBVI and other agencies/programs.

VR utilizes two funding sources, Title VI-C (Supported Employment) and 110 funds to assist eligible individuals with disabilities to obtain employment and time limited services. 110 funding is a combination of federal and state general funds that is the primary funding source for all eligible vocational rehabilitation (VR) client.

The following is a list of examples of services provided by VR:

- Assessment for Determining Eligibility and VR Needs
- Vocational Rehabilitation Counseling
- Physical and Mental Restoration
- Vocational/ Other Training Services
- Maintenance
- Transportation
- Services to Family Members
- Interpreter Services
- Job Related Services (i.e. job placement services)
- Supported Employment
- Personal Assistance Services
- Rehabilitation Technology (i.e. rehabilitation engineering, assistive technology devices and assistive technology services)
- Transition Services (i.e. Project Skills and Project Search which provide paid work experience) and postsecondary preparation programs (i.e. Youth Leadership Forum and Catch the Wave)
- Technical Assistance and Other Consultation Services for Self-employment (i.e. market analysis, development of business plans) and
- Social Security benefits analysis/services for Social Security beneficiaries.

## **FUNDING SOURCES WORKING TOGETHER**

Supported employment is the most common coordinated service between the CSPs, DDD and DRS/SBVI. Supported employment assists eligible individuals to obtain integrated employment in the community. DRS/SBVI will fund time-limited services to help individuals obtain employment and learn the skills necessary to perform the work. The amount and intensity of VR services will vary for each individual based upon specific needs. The most important component of a supported employment case is coordinating the on-going supports needed for individuals to retain employment after the case is closed by VR. The transition from VR to long term or extended supports (HCBS waiver or CTS) will occur after the individual's employment has stabilized or reached 18 months of VR services. Some individualized cases may exceed 18 months if the IPE indicate that more than 18 months of services are necessary to achieve job stability.

The supported employment services for eligible VR client typically includes:

- ***Situational Assessments*** are essentially the observations of people performing work situations in real work settings. It involves a practice of observing, evaluating, and reporting over a period of time. During this assessment, a client's behavior and work performance in a job situation and interaction with other employees is observed. This type of evaluation helps the client learn the role of a worker and allows the evaluator to assess many more work behaviors that can be explored with standardized vocational testing approaches.
- ***Job Development/Placement Services*** include contacting employers for potential job openings, assisting the client in finding employment, orientating the client to the job demands and informing the employer about the client's abilities and special needs. There are multiple services in a job placement package, but the scope of services must be individualized to best assist the client to obtain employment. The counselor and client should identify which of the placement services are needed to obtain employment. The provider should individualize the placement services based upon these needs. Job Development/Placement is a package service consisting of a maximum of 25 hours of job placement related activities or successful placement of the client into employment.
- ***Job Coaching Services*** are time-limited job training services needed to support individuals with disabilities in employment. Skilled trainers (job coaches) provide these services. Job coaching is provided in one of the following manners: individual placement model (one job coach-one client), mobile crew model (one job coach with no more than eight clients), enclave with industry model (one job coach with no more than eight clients) and self-employment model.
- ***Employment/Follow Along Services*** are individualized services provided in an integrated work setting that enables the client to obtain and/or maintain vocational placement. This time-limited service should be defined (i.e., training for the employer, monitor the client's job performance, follow up contacts with employer etc.) on an individual basis in terms of the client's needs. The length of services is based on individual need to assure smooth transition into employment and may last up to 12 months, if necessary. If this service is needed for a longer period than 12 months, a referral must be made to a more appropriate long term funding source.

As indicated by its name, ***natural supports*** do not come from a service provider, but do warrant inclusion in the list of supported employment services. Natural supports include support from supervisors and co-workers, such as mentoring, friendships, socializing at breaks and/or after work, providing feedback on job performance, or learning a new skill together at the invitation of a supervisor or co-workers. These natural supports are particularly effective because they enhance the social integration between the employee with a disability and his/her co-workers and supervisor. In addition, natural supports may be more permanent, consistently and readily available, thereby facilitating long-term job-retention.

The following federal requirements must be identified before an individual is approved for DRS/SBVI VR supported employment services:

- Scope of long-term supports,
- Description of long-term supports including at a minimum two monthly contacts at work site or two face-to-face meetings off the job site and one monthly employer contact, and
- Source for the extended services.

When individuals are seeking employment, they should be referred to DRS/SBVI to access VR funds for the supported employment services listed above before accessing DDD funding. The following table will help clarify how the VR and DDD funding sources work together:

Funding Source	CHOICES and Family Support 360		CTS funds	
	VR	DDD	VR	DDD
Job Placement	Yes	No	Yes	No
Job Coaching	Yes	Yes	Yes	No
Time Limited Follow Along	No	Yes	Yes	No
Long Term Follow Along	No	Yes	No	Yes
Sheltered/Work Adjustment: in-house	No	Yes	No	Yes

In addition to the above services, eligible VR clients can access other services available through the DRS/SBVI such as Assistive Technology Services, Counseling & Guidance, vocational training or other services related to vocational rehabilitation. For some of these services, DRS/SBVI is required to consider financial assistance or other services which are available to the individual (comparable benefits); and whether the individual meets financial need.

This clarification of regulations and policy was developed to improve the service delivery system for people with disabilities. Many individuals receiving services from Community Support Providers would be eligible for VR supported employment services and would also require long term employment supports provided by CSPs and funded by the DDD waivers.

Please share this information with the appropriate personnel in your agency.

cc: Mark Bratt